Behind-the-Wheel

Driver's Name:		School Division:	
Driver's License #:		Area or Office:	
Date of Birth:		Date:	

V10.24.13

☐ Off-Street Training Trainer:

☐ On-Street Training Bus # : Bus Type:

Check "Y" for yes if the trainee satisfactorily performs the task. Check "N" if no.

1. Prior to Driving	(Y)	(N)
Pre-trip Inspection – The trainee is able to conduct a proper pre-trip inspection		
Mirror Adjustment – The trainee is able to identify proper mirror adjustment		
Self-Check – The driver is able to perform a self evaluation and is prepared physically and mentally for task		
Adjust seat		
Fastens seat belt		

2. Starting the Bus / Driving Forward	(Y)	(N)
Sets brake and the bus is placed in neutral gear		
Uses lights, wipers, strobe light for conditions		
Starts engine		
Checks gauges		
Proper foot placement on pedal		
Releases Parking Brake and selects correct gear		
Proper hand placement		
Observes environment before moving the vehicle		
Uses mirrors / reference points		
Smooth, controlled vehicle movement		
Proper lane positioning		
Controlled braking		

3. Stopping	(Y)	(N)
Makes smooth, complete stops		
Adequate depth perception		
Uses cross-view mirrors		
Uses reference points		

Notes:

4. Backing	(Y)	(N)
Determines if it is safe to back		
Traffic checks / checks mirrors		
Activates four-way flashers		
Stops the bus in the proper position (Gets out and walks around if safe or required)		
Request for use of a helper		
Bus is clearly visible from a safe distance in both directions		
Shift into reverse, blows horn		
Re-checks traffic and mirrors		
Uses mirrors while backing		
Backs slowly		
Places bus in proper position		
Comes to a stop, shift into proper gear cancels hazards lights		
Activates proper signal		
Checks traffic before proceeding		

5. Turnarounds	(Y)	(N)
Executes a safe and legal turnaround		
Uses mirrors correctly		
Observes Line-of-Sight distances		

6. Left and Right Turns	Left Turn		Right Turn	
	(Y)	(N)	(Y)	(N)
Checks for traffic				
Checks mirrors				
Gives signal and adjust speed or stops				
Checks for pedestrians /blind spots				
Uses references points				
Proper hand positioning /proper gear				
Checks traffic				
Initiates turn correctly/proper hand placement				
Enters correct lane				
Completes turn				
Deactivates signal, accelerates				

Behind-the-Wheel

7. Intersections	(Y)	(N)
Proper approach speed and lane position		
Checks traffic		
Observes signs / traffic control devices		
Checks for pedestrians		
Manages a space gap		
Uses mirrors (if turning)		
Checks blind spots (if turning)		
Responds to Line of Sight/Path of Travel		
Crosses at a safe speed		
8. Lane Changing	**(Y)**	**(N)**
Checks traffic		
Uses signal		
Checks mirrors and blind spots		
Moves into lane and cancels signal		
9. Curves	**(Y)**	**(N)**
Checks traffic		
Observes road width and road shoulder		
Proper speed and lane position		
10. Downgrade	**(Y)**	**(N)**
Checks traffic		
Checks mirrors		
Maintains proper speed/proper gear		
Hazard lights, if slow		
Proper braking		
11. Upgrade	**(Y)**	**(N)**
Checks traffic		
Checks mirrors		
Maintains proper speed/proper gear		
Hazard lights, if slow		
Proper braking		

12. Interstate or Limited Access Highway	(Y)	(N)
Merging onto roadway		
Exiting off of roadway		
13. Parking the Bus	**(Y)**	**(N)**
Parking on Grade (see checklist below)		
Parallel Parking (see checklist below)		
Alley or Dock Parking (see checklist below)		
• Checks for traffic or pedestrians		
• Uses signals		
• Uses mirrors		
• If backing, shifts into reverse, blows horn, uses hazards		
• Bus placement		
• Sets parking brake and places into neutral		
14. Railroad Crossing	**(Y)**	**(N)**
Checks mirrors and taps brakes		
Uses hazards		
Stops bus within 15-50 feet of crossing		
Turns off noisy equipment		
Shifts to sufficient gear		
Checks tracks		
Turns off hazard lights		
Proceeds across tracks		
Does not shift gears until bus is off tracks		
15. Evacuation Training Completed	**(Y)**	**(N)**
****Do not count as seat time****		
16. Emergency Flare Training Completed	**(Y)**	**(N)**
****Do not count as seat time****		
17. Fire Extinguisher Training Completed	**(Y)**	**(N)**
****Do not count as seat time****		

Notes:

Loading and Unloading

Driver's Name:		School Division:	
Driver's License #:		Area or Office:	
Date of Birth:		Date:	
☐ Off-Street Training		Trainer:	
☐ On-Street Training		Bus # :	Bus Type:

Check "Y" for yes if the trainee satisfactorily performs the task. Check "N" if no.

Loading the Bus	(Y)	(N)
Checks traffic		
Proper speed and approach		
Activates warning lights at correct distance		
Proper braking		
Proper steering		
Stops the bus at proper location*		
Scans environment for dangers or threats		
Sets parking brake and shifts into neutral		
Opens door (when the bus is stopped)		
Observes that all traffic has stopped		
Signals to those children who have to cross roadway using appropriate hand signal		
Accounts for children		
Checks mirrors and danger zone		
Checks that passengers are seated		
Re-checks mirrors and danger zone		
Shifts into gear		
Closes door		
Releases parking brake		
Checks traffic and mirrors before moving		

Unloading the Bus	(Y)	(N)
Checks traffic		
Proper speed and approach		
Activates warning lights at correct distance		
Proper braking		
Proper steering		
Stops the bus at proper location*		
Scans environment for dangers or threats		
Sets parking brake and shifts into neutral		
Opens door (when the bus is stopped)		
Observes that all traffic has stopped		
Signals to those children who have to cross roadway using appropriate hand signal		
Accounts for children		
Checks mirrors and danger zone		
Re-checks mirrors and danger zone		
Shifts into gear		
Closes door Releases parking brake		
Checks traffic and mirrors before moving		

**Bus must be placed within the travel lane and cannot block intersections or encroach on other travel lanes on the roadway. Bus should stop before getting to a point where children are standing at the edge of the road.*

Notes:

A minimum 24 hours of behind-the-wheel training (seat time) is required. A minimum of 10 of the 24 hours of behind-the-wheel time shall involve the operation of a bus with pupils on board while under the direct on-board supervision of a designated bus driver trainer. All drivers shall receive training in the operation of buses representative of the type used in the school division in which they will be employed.

Exercise	DATE	INSTRUCTOR	START TIME	BREAKS	END TIME	**TOTAL TIME**
Total Time						
Cumulative Time (minus breaks)						